



**Washington State
Department of Transportation**

Highways and Local Programs
Washington State Technology Transfer Center
P.O. Box 47390
Olympia, WA 98504-7390

The Washington State Technology Transfer (WST2) Center presents one day training sessions on:

2002-2003 Schedule

December 4	Vancouver
December 11	Lacey
January 14	Shoreline
January 15	Federal Way
February 11	Sequim
February 12	Tacoma
March 11	Spokane
March 12	Moses Lake
March 13	Yakima
April 8	Shoreline

No Fee

Class Size: 35

Construction Documentation

Documentation of Road Construction Projects with FHWA Funding

Instructor: Ken Hash, Assistant Local Programs Engineer,
WSDOT Southwest Region

Target Audience

Field inspectors and office staff.

Questions?

Laurel Gray at
GrayL@wsdot.wa.gov
or (360) 705-7355

Wendy Schmidt at
SchmidW@wsdot.wa.gov
or (360) 705-7386

Registration

Register on-line by logging on to the web site below. Click on "WST2 On-line Registration," fill out the form, and press "Submit." When the request is processed, an e-mail will be sent telling you that you are registered. Or you may complete the registration form on the reverse and fax or mail to the WST2 Center.

Confirmation letters with directions to the training site will be mailed three weeks prior to the

class. If you are unable to attend, please contact us. Someone else from your agency may attend in your place.

Note: If you plan to attend the Shoreline or Federal Way classes, you need to contact Dave Engle in the Northwest Region to register. His phone number is (206) 440-4733 or e-mail EngleD@wsdot.wa.gov

On-line Registration: <http://www.wsdot.wa.gov/TA/T2Center/T2HP.htm>

Construction Documentation

Documentation of Road Construction Projects with FHWA Funding

December 4, 2002	WSDOT Southwest Region Headquarters, Conference Room 124, 11018 NE 51st Circle, Vancouver, WA 98682, (360) 905-2000
December 11, 2002	Lacey Community Center, 6729 Pacific Avenue, Lacey, WA 98503, (360) 412-3191
January 14, 2003	Shoreline Center, Hamlin Room, 18560 First Avenue NE, Shoreline, WA 98155, (206) 361-4243
January 15, 2003	Federal Way City Hall, Chambers Conference Room, 33530 1st Way South, Federal Way, WA 98003, (253) 661-4000
February 11, 2003	Sequim Community Center, 190 W. Cedar Street, Sequim, WA 98382, (360) 683-4139
February 12, 2003	Tacoma Wastewater Transmission Building, 2201 Portland Avenue, Tacoma, WA, (253) 591-5588
March 11, 2003	WSDOT Eastern Region Headquarters, Spokane County East/West Conference Rooms, 2714 North Mayfair, Spokane, WA 99107, (509) 324-6084
March 12, 2003	Best Western Hallmark Inn, 3000 Marina Drive, Moses Lake, WA 98837, (509) 765-9211
March 13, 2003	Oxford Suites, 1701 E. Yakima Avenue, Yakima, WA 98901, (509) 457-9000
April 8, 2003	Shoreline Center, Hamlin Room, 18560 First Avenue NE, Shoreline, WA 98155, (206) 361-4243

8:00 a.m. to 4:00 p.m.

Description and Objectives

This course covers the three phases of public works projects using FHWA funding: pre-contract, contract, and post-contract documentation. Local agency and contractor's documentation is discussed, with a strong emphasis on the documentation requirements of the field inspector. On completion of this course, participants will have a working knowledge of:

- Required documentation that will be submitted by the contractor.
- Required documentation for acceptance of contract materials.
- Daily inspector's documentation of the contract work.
- Source documentation for the monthly progress payment to the contractor.

Local Programs Engineers from each region will be on hand at all classes to answer questions from their agencies.

Textbook

Newly revised course manuals will be available at the class. If you will not be attending a class, you can call the WST2 Office at (360) 705-7386 to request a copy.

(Disability accommodations will be provided upon request.)



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WST2 Center, Highways and Local Programs, PO Box 47390, Olympia, WA 98504-7390

On-line Registration: <http://www.wsdot.wa.gov/TA/T2Center/T2HP.htm>

Fax (360) 705-6858

Phone (360) 705-7386

Registration Form



Washington State
Department of Transportation

**Construction Documentation
No Fee**

Participant Names

Contact Person _____

2002-2003

Agency _____

Address _____

City/Zip+4 _____

Tel. _____

Fax _____

E-mail _____

- | | |
|---|-------|
| <input type="checkbox"/> <i>December 4, Vancouver</i> (374) | _____ |
| <input type="checkbox"/> <i>December 11, Lacey</i> (375) | _____ |
| <input type="checkbox"/> <i>January 14, Shoreline</i> (446) | _____ |
| <input type="checkbox"/> <i>January 15, Federal Way</i> (447) | _____ |
| <input type="checkbox"/> <i>February 11, Sequim</i> (448) | _____ |
| <input type="checkbox"/> <i>February 12, Tacoma</i> (449) | _____ |
| <input type="checkbox"/> <i>March 11, Spokane</i> (450) | _____ |
| <input type="checkbox"/> <i>March 12, Moses Lake</i> (451) | _____ |
| <input type="checkbox"/> <i>March 13, Yakima</i> (452) | _____ |
| <input type="checkbox"/> <i>April 8, Shoreline</i> (453) | _____ |